



# Agency Benefits Coordinator Meeting

## Transfers

August 2018

# Rehire Defined

- An employee leaving one participating agency to join another participating agency.
- A rehire can also occur within the same entity.

LE to LE

LG to LG

## Local Education - "Employer"

Employer shall mean a local education agency, pursuant to TCA 49-3-302, that participates in this plan. Each participating agency is a separate Local Education employer.

## Local Government - "Employer"

Employer shall mean one of the following local government and quasi-governmental organizations which participates in the plan and meets one of the following criteria.

# Example of Rehire

- Leave one agency on Friday, June 15<sup>th</sup> and rehired with the same agency on Monday, August 6<sup>th</sup>
  - The agency will create an e-hire form using the hire date of August 6<sup>th</sup> so that coverage would begin 9/1.
- Leave one agency on Friday, June 15<sup>th</sup> and start with new agency on Monday, September 3<sup>rd</sup>
  - In this scenario there will be a gap in coverage due to the gap in employment. Coverage with the new agency will be effective 10/1.
  - If your agency has a probation/waiting period the hire date will be the first day that eligibility has been met.
  - Employee should be advised to take COBRA if they need coverage for the time between employers.

# Who pays for what?

- The employee is newly eligible and can make changes to their coverage.
- The rehiring agency will be responsible for premiums effective after the hire date.
- The losing agency will be responsible for the final premium collected in the month the employee terminates.

# Who pays for what continued

- The preferred method for rehires is for the gaining agency to enter an eForm after billing (Collections Applied report) has run for the month after term (i.e. the first of the next month) with the actual hire date (not the date the eForm is entered)
  - Example: Hire date is July 25<sup>th</sup>, eForm should be entered August 1<sup>st</sup> with a July 25<sup>th</sup> hire date so that the losing agency is billed for the month of August
- If you are the losing agency and you receive an eForm before billing (Collection Applied report) has run for August, wait to approve it until August 1<sup>st</sup> (after Edison payroll has run)
- If this process isn't followed, you could be billed for a month that you shouldn't be
- If this happens, you should create a Zendesk ticket asking for your bill to be manually corrected



# Termination Information

- Termination Date - The date entered into Edison should be the last day of the month prior to when coverage will end.
- If the employee paid for August coverage the date to enter into Edison should be 7/31/2018.
- Action/Reason Code – **Termination/X-Benefits Emp Resignation**
- Use Termination/X-Benefits Emp Resignation so that a COBRA letter will generate.

# Rehire e-Form process

- Search for a Person in Hire eForm

## NP Person Search

Electronic Personnel Action Form

Search for a person.. If they do not exist in the system, you will get the opportunity to add them after the search.

▼ Search Fields

Employee ID

Or

Social Security #

Clear

Search

☒ Active Job

☒ Inactive Job

\*blank = No NP Job Record

Add New Person

Results				Find	< 1 of 1
Empl ID	Empl Record	Job	Name		
<a href="#">00465436</a>	0	<input checked="" type="checkbox"/>	April Benefits		

# Rehire e-Form process

## Create a Hire eForm

### Step 1 of 3: Enter Hire Personal Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

eForm ID 252010

#### Personal Information

SSN XXXXX5384

Empl ID 00465436

\*First Name April

Middle Name

\*Last Name Benefits

\*Date of Birth 04/01/1979

\*Gender Female

\*Marital Status Married

#### Home Address and Phone

\*Address Line 1 123 Main St

Address Line 2

\*City Clarksville

\*State TN

\*ZIP 37042

\*Telephone 615/770-3833

\*County Montgomery

\*Email anywhere@tn.gov

<< Previous

Save & Next >>

<< Search

Close



# Rehire e-Form process

## Create a Hire eForm

### Step 2 of 3: Enter Hire Job Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Name April Benefits

Empl ID 00465436

eForm ID 252010

#### Job Data

\*Effective Date



Action

REH

\*Reason

\*Position Number



Business Unit:

Department:

Location Code:

\*Empl Class

\*Vision Offered

☐

Yes

☐

No

#### Comments

Your Comment:



Submit

Close

# Rehire e-Form process

## Losing Agency Email

**Important Note: If you get this email, DO NOT terminate the employee On the Non-Payroll Job Data page. It WILL cause issues.**

**This following is an example of the email the losing agency ABCs will receive.**

NP Hire Form ID 252010 for April Benefits is ready for you to evaluate. You may follow the link below to work this item.

Please review the form to see the comments that have been added.

Click on the link below to enter the form in order to review the data and act on the form.

[https://sso-uat.edison.tn.gov/psp/pauat/EMPLOYEE/HRMS/c/G\\_NPAF.G\\_NPAF\\_ALL\\_E.GBL?Page=G\\_NPAF\\_ALL\\_E&Action=U&G\\_FORM\\_FAMILY=NP\\_EPAF&G\\_FORM\\_ID=252010&G\\_FORM\\_TASK=EVL](https://sso-uat.edison.tn.gov/psp/pauat/EMPLOYEE/HRMS/c/G_NPAF.G_NPAF_ALL_E.GBL?Page=G_NPAF_ALL_E&Action=U&G_FORM_FAMILY=NP_EPAF&G_FORM_ID=252010&G_FORM_TASK=EVL)

**Click the blue hyperlink. You will need to log into Edison.**

# Rehire e-Form process

## Losing Agency eForm Actions

### Evaluate a NP\_EPAF Family Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

#### ▼ Search Criteria

eForm ID:	begins with ▼	252010
Empl ID:	begins with ▼	<input type="text"/>
Empl Record:	begins with ▼	<input type="text"/>
Effective Date:	begins with ▼	<input type="text"/>
Original Operator:	begins with ▼	<input type="text"/>
Originated Date From:	>= ▼	09/02/2016
Originated Date Thru:	<= ▼	<input type="text"/>
Workflow Form Status:	= ▼	<input type="text"/>

☐ Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

Notice

Click Search

# Rehire e-Form process

## Evaluating Step 1 Hire eForm

Notice →

Notice →

Notice →

### Evaluate a Hire eForm

Step 2 of 3: Enter Job Data

Please review the form data below, and decide whether to Approve it, Deny it, or Recycle it back to the originator.

Name	April Benefits	Empl ID	00477934	eForm ID	252010
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**Job Data**

Last Day of Coverage	09/30/2016	Requested Date of Hire	09/18/2016
*Department Action	<input type="text"/>	Calculated Date of Hire	09/18/2016
*Reason Code	<input type="text"/>	Calculated Term Date	08/31/2016

**Comments**

Your Comment:



# Rehire e-Form process

## Department Actions

### Evaluate a Hire eForm

#### Step 2 of 3: Enter Job Data

Please review the form data below, and decide whether to Approve it, Deny it, or Recycle it back to the originator.

Name April Benefits Empl ID 00477934 eForm ID 252010

#### Job Data

Last Day of Coverage 09/30/2016

Requested Date of Hire 09/18/2016

Calculated Date of Hire 09/18/2016

Calculated Term Date 08/31/2016

Notice

\*Department Action

\*Reason Code

Agree - Use Proposed Date  
Employee Not Losing Coverage  
Override Last Day of Coverage

#### Comments

Your Comment:

Comment History:

Approve

<< Previous

Recycle

Close



# Rehire e-Form process

## Reason Codes

### Evaluate a Hire eForm

#### Step 2 of 3: Enter Job Data

Please review the form data below, and decide whether to Approve it, Deny it, or Recycle it back to the originator.

Name April Benefits

Empl ID

00477934

eForm ID 252010

#### Job Data

Last Day of Coverage 09/30/2016

Requested Date of Hire 09/18/2016

Calculated Date of Hire 09/18/2016

Calculated Term Date 08/31/2016

\*Department Action Agree - Use Proposed Date ▼

\*Reason Code ▼

- X-Benefits Agency Request
- X-Benefits Emp Involunt Term
- X-Benefits Emp Resignation
- X-Benefits Gross Misconduct
- X-Benefits Higher Ed Transfer
- X-Benefits Term-Admin Decision

#### Comments

Your Comment:

Comment History:

Approve

<< Previous

Recycle

Close

Notice

# Rehire e-Form process

## Gaining Agency Email

This following is an example of the email the gaining agency ABC's will receive for a Agree –Use Proposed Date.

Form ID 252010 for April Benefits was approved.

This was a form you initiated. The system has been updated with this data.

Hire Date Requested: 2016-09-18

Hire Date Used: 2016-09-18

Notice the Hire Date Request and Used

Click the link below to view the form.

[https://sso-uat.edison.tn.gov/psp/hruat/EMPLOYEE/HRMS/s/WEBLIB\\_G\\_NAV.ISCRIPT1.FieldFormula.IScript\\_LaunchFormWithID?G\\_FORM\\_ID=252010&G\\_FORM\\_TYPE=NPHIRE&G\\_FORM\\_TASK=VWS](https://sso-uat.edison.tn.gov/psp/hruat/EMPLOYEE/HRMS/s/WEBLIB_G_NAV.ISCRIPT1.FieldFormula.IScript_LaunchFormWithID?G_FORM_ID=252010&G_FORM_TYPE=NPHIRE&G_FORM_TASK=VWS)

Click the blue hyperlink. You will need to log in or be logged in Edison.